Site Stakeholder Group

Chapelcross Site Stakeholder Group Constitution
Revised Draft July 2025

CONSTITUTION OF CHAPELCROSS SITE STAKEHOLDERS GROUP

1. Purpose

The Chapelcross Site Stakeholders Group is a two way conduit for communications between Nuclear Decommissioning Authority (NDA), Site operator, regulators and the local community. It has the overarching aim of ensuring decisions taken by the NDA, or operators that affect NDA sites, are informed by the local community's views.

SSGs are not executive decision-making bodies. The objectives above do not interfere with the accountability of relevant decision-making bodies on the sites or of statutory organisations such as the regulators and Local Authorities.

2. Criteria for Voting Membership

Site Stakeholder Group membership will reflect the local community and its interest, as well as the operational status of the site and needs of the NDA. On that basis the Site Stakeholder Group will include members from:

- Member of Parliament for Dumfriesshire, Clydesdale and Tweeddale;
- Member of Scottish Parliament for Dumfries Constituency;
- Elected representatives of Dumfries & Galloway Council from Annandale South, Annandale North, Annandale East and Eskdale wards;
- Two representatives from the Annandale and Eskdale Federation of Community Councils (nominated from Community Councils within the Federation);
- Maximum of two local residents who must reside within 2Km of the Chapelcross Site;
- Maximum of two nominated members of Annan Chamber of Commerce or equivalent;
- One representative from each of the neighbouring Community Councils of Eastriggs (1), Dornock & Creca; Kirtle & Eaglesfield (1) and Annan (1) (three in total);
- Chapelcross Trade Union Representatives (up to two).

3. New Members

From time to time the Site Stakeholder Group may wish to consider introducing new members to the Group eg representative of a local environment group. New members will be introduced on a majority vote by existing voting members.

4. Advisors

Chapelcross Site Stakeholder Group will include representatives from the following bodies to provide advice to the Site Stakeholder Group as needed:

- Site Closure Director
- Site Operator Representatives
- Representative of the NDA
- Police Scotland
- Scottish Fire & Rescue Service
- Dumfries & Galloway National Health Service
- Dumfries & Galloway Council
- Dumfries & Galloway Council, Annandale and Eskdale Ward Officer
- Scottish Environment Protection Agency (SEPA)
- National Farmers Union Representative

- South of Scotland Enterprise Agency
- Office for Nuclear Regulation (ONR) Representative
- Scottish Government
- Food Standards Scotland
- Office for Civil Nuclear Security

Other bodies may attend the meeting as agreed by the Group.

5. Voting

Decision-making: Given that the SSG is not an executive body, voting should be avoided except on matters that require formal resolution: e.g. changes to the Constitution, the election of the Chair/Vice Chair and the admission of new Members. A list of organisations that have a voting member is detailed in the Constitution. For all votes a simple show of hands should be sufficient (except for the election of a Chair or Vice Chair – see below).

Each member shall have one vote. Voting will be on the basis of a simple majority and in the event of an equality of votes, the Chair will have the casting vote. Where a vote is called for, the motion must be proposed and seconded.

Chair and Vice Chair Election voting process: The Secretariat will inform members at least one month before the meeting detailing the purpose and the process of the elections to appoint a Chair and a Vice Chair. Each Member is entitled to one nomination per position. Nominees must be SSG Members and should consent to their nomination. If only one named nomination is received, the person nominated shall be deemed to have been appointed and no election will be required. An anonymous paper ballot vote should be held at the next meeting. Postal votes shall only be used in exceptional circumstances by prior arrangement with the Secretariat. Elections will be decided on a simple majority basis. In the event of more than one candidate receiving the same number of votes, the successful candidate shall be decided by lot.

6. Term of Office/Election Bearers

The term of office for the Chair/Vice Chair is normally four years. The election of office bearers will be every fourth year following local government elections.

In considering the selection of a Chair/Vice Chair, the Site Stakeholder Group will want to consider qualities such as independence, local reputation, experience in chairing groups of this sort, and having the time, interest and willingness to fulfil these demanding roles.

7. Declarations of Interest

Conflicts of interest should be declared at the start of the SSG Meetings.

8. Chair/Vice Chair

The Chair/Vice Chair of the Site Stakeholder Group should be:

- A voting member of the Site Stakeholder Group;
- Independent of the Site Operator and NDA ie. not currently employed by either.

The Chair/Vice Chair is accountable for:

- Upholding the Site Stakeholder Group's constitution in its entirety;
- Planning forward to ensure Agendas meet the needs of stakeholders, Site Stakeholder Group members, Site Operator and NDA in the context of the Site Stakeholder Group objectives;
- Managing Site Stakeholder Group meetings to ensure a balance of views is heard;

- Liaise with the Secretariat to enable the development of both new and existing members through appropriate training, site visits and other support;
- In conjunction with other nominees, representing the Site Stakeholder Group at national level and in other meetings as needed;
- Circulating updates to Site Stakeholder Group members from any meetings they attend;
- Assist the Secretariat in assessing Site Stakeholder Group activity requirements for the year ahead;
- Consider with the Secretariat how best to provide for smooth succession of the Chair/Vice Chair Posts.

9. Chair/Vice Chair Emolument

The emolument acknowledges the extra work involved in preparing for meetings related to the NDA's core mission, as well as actually Chairing them, and any appropriate follow up.

Via the secretariat, the NDA can also provide an emolument to Chairs and Vice Chairs that recognises their enhanced role on SSG's. Chairs will receive £7,111 and Deputy Chairs £2,511 on a "per annum" basis and this will be paid bi-annually by the Secretariat.

10. Duties of Members

All members shall be responsible for reporting back fully to their respective bodies, and represent the views of the SSG. The Executive Summary produced after each meeting will act as an aid memoire.

Members representing Community bodies will form an important link with the public through whom concerns and specific questions shall usually be channelled.

11. Secretariat

The Site Operator will provide secretarial support. The secretarial support would normally include:

- Administering Site Stakeholder Group meeting dates, venues and refreshments;
- Reimbursing agreed out of pocket expenses for members on Site Stakeholder Group Business;
- Booking travel tickets and accommodation for members on Site Stakeholder Group business;
- Administering any emoluments agreed for by the Chair/Vice Chair;
- Draft and promptly circulating and publishing minutes from Site Stakeholder Group meetings to members and wider interested parties, including an Executive Summary of key bullet points that members can pass on to their constituents;
- Managing and updating the SSG Website;
- Circulating papers to members as needed, including communications from external bodies;
- Organising inductions for new Site Stakeholder Group members;
- Organising site visits when useful for Site Stakeholder Group members;
- Liaising with and advising other sites (where relevant) to ensure relevant issues are adequately covered on Site Stakeholder Group agendas and best practice shared;
- The decision of the Chairman shall be final in agreeing whether a matter shall be submitted for discussion at any meeting.

The Secretariat has an important role in challenging the organisations and individuals that submit information to the Site Stakeholder Group so that it is as useful to the Site Stakeholder Group as possible. The Secretariat should determine:

- Is the information for noting, discussion or a decision?
- Can the information be presented in a more useful way for Site Stakeholder Group members given their time constraints and technical background?
- What information would they like passed to Site Stakeholder Group members' constituents? Is the information in a suitable format to easily allow this?
- Are there specific questions that merit further discussion by members' constituents?

12. Meetings, Location and Frequency

The Group shall meet up to four times in any twelve month period, at such time agreed at the preceding meeting and publicly advertised. Wherever possible, meetings shall be held in venues readily accessible to the whole community and at times convenient to the members and to the public.

Additional or special meetings to deal with particular issues that may fall outside of routine business of the Site Stakeholder Group may be convened. The Site Stakeholder Group may choose to set up Sub-Groups to address specific topics on behalf of the whole Site Stakeholder Group, pre-approved by the NDA.

13. Communications

Each SSG should have an online presence on an appropriate web platform.

As a minimum, the SSG website should be frequently updated with:

- Dates, locations and agendas of future meetings;
- Past minutes and reports;
- Key papers of interest to the community regarding SSG business;
- SSG Constitution and Code of Conduct.

14. Agenda Items

Any member wishing to raise business at a meeting shall submit details to the Secretariat no later than fourteen days in advance of the meeting.

An item on each agenda shall be available for the membership to raise matters or ask specific questions on behalf of the public who have contacted them in advance:

- Acting as a channel of communication between the local community, Site Licence Company (Site Operator), the Regulators, and the Nuclear Decommissioning Authority (the Customer);
- Facilitating exchange of views and information among the local community, the Customer and those statutory regulating authorities having responsibility for nuclear installations;
- Receiving reports from the Site Licence Company, the Customer and regulatory authorities;
- Scrutinising all emergency and environmental plans to the Chapelcross operation;
- Facilitating contact between the local community and the Nuclear Decommissioning Authority (NDA) including receiving reports from the NDA on their scrutiny of Magnox Ltd;
- Making submissions to NDA or Magnox North consultations.

15. Public & Press

The public should be able to attend SSG meetings, ask questions and contribute to discussions with members. The NDA considers it good practice for the Chair to allow members of the public the opportunity to ask questions at an appropriate, identified allocated time in the Agenda.

The press should be able to attend SSG meetings and ask questions at least at the end of the meeting.

16. Amendment to the Constitution

The terms of this Constitution may be amended at any Site Stakeholder Group Meeting, by a majority vote. Notification of motion to amend the Constitution shall be included on the Agenda with the details of the amendment.

17. SSG Review

To ensure constant evolution and opportunity for improvement, SSG progress should be reviewed at least every four years. A prompt for this review could be when a new Chair is elected. This review must involve all SSG members, the NDA, SLC and potentially other interests depending on the circumstances of the site. The review should cover all aspects of the Constitution, including:

- Progress against objectives;
- Membership;
- Roles and accountabilities of the Chair/Vice Chair;
- Administration and procedures;
- Information and training needs for all members;
- Website and communication;
- NDA and Secretariat support.

Code of Conduct for the Site Stakeholder Group

- Respect each person both during and outside of the SSG meeting.
- Prepare for the meeting by reading the agenda and reports.
- Participate fully in the meeting.
- Listen to what others have to say and keep an open mind.
- Do not talk while others are talking – allow people their say.
- Contribute positively to the discussions.
- Try to be concise and avoid speeches.
- Challenge only ideas, not people.
- It is the Chair's responsibility to bring the meeting to order.
- The Chair has right of sanction against Members.
- Have the best interests of the organization you represent in mind at all times.
- Be punctual.
- Send apologies to the Secretariat if you are unable to attend a meeting and, where possible, nominate a deputy to attend on your behalf.
- Turn off mobile phones and other electronic devices that may interrupt the meeting.